

## ASSESSMENT SCHEDULE OF FEES AND CHARGES

Rationale	Notification Requirements	Fee / Refund
Enrolment Fee	Corporate payment <ul style="list-style-type: none"> <li>- full fees invoiced at enrolment</li> </ul> Individual payment <ul style="list-style-type: none"> <li>- \$1,500 invoiced at enrolment</li> <li>- remainder of fees invoiced at 3 months</li> </ul>	*see website for specific qualification fees
Administration fee	May be applicable for: <ul style="list-style-type: none"> <li>- withdrawals</li> <li>- transfers</li> <li>- refunds</li> <li>- credit transfers</li> </ul>	\$300
Withdrawal – Qualification only enrolment	Prior to 4 months from commencement <ul style="list-style-type: none"> <li>- no assessment evidence submitted</li> <li>- no assessor support has occurred</li> </ul> After 4 months from commencement and/or assessment evidence submitted	Credit towards an AIM WA program <ul style="list-style-type: none"> <li>- less administration fee</li> <li>- used within 6 months</li> </ul> No refund available
Withdrawal – part of Training Course	If the participant has attended the training course then they are not eligible for a refund of any fees paid.	No refund available
Transfer	Transfer to another qualification (of equal or lesser value*) <ul style="list-style-type: none"> <li>- no assessments have been submitted</li> <li>- must be within four months of commencement</li> </ul> After four months of commencement	Administration fee may apply if costs have been incurred <ul style="list-style-type: none"> <li>* qualification fee difference must be paid</li> </ul> No transfer allowed
Refund	Where services are faulty, have been wrongly described, or are different to the service advertised	Full refund
Extension	An extension, up to a maximum of three months, can be requested by contacting the Assessment Team. The following criteria must be met: <ul style="list-style-type: none"> <li>- Requests can only be submitted less than three months before the qualification expires</li> <li>- You must have successfully completed at least 50% of the qualification</li> <li>- Only one extension will be granted for each qualification</li> </ul>	No fee
Re-enrolment	A 12 month re-enrolment option is available for participants who have not been able to complete a qualification in the allocated timeframe <ul style="list-style-type: none"> <li>- Must be commenced within 6 months of original enrolment expiry</li> </ul>	\$500
Re-Issue of Certificate	Email PDF copy Hard-copy printing of a Statement of Attainment* <i>* AIM WA only issue electronic Statements of Attainment.</i> Qualification and Record of Results Framed Qualification and Record of Results	No fee \$40 \$60 \$100
Credit Transfer	Credit transfer will be verified by issuing RTO or access to USI transcript <ul style="list-style-type: none"> <li>- the unit code must match the currently unit (recently superseded and equivalent units may be recognised at the discretion of the Assessment Team)</li> </ul>	Refund for each approved unit, less administration fee <ul style="list-style-type: none"> <li>* only applies for more than two units.</li> </ul>